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26 MAR 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Office of Personnel Report - Week Ending
23 March 1973

1. CIARDS Quota: The Director of Personnel and others in the Office of Personnel spent considerable time in preparing background information and statistical data apropos to requesting from Congress a substantial increase in our CIARDS quota.

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2. Co-op Program: [REDACTED], Co-op Coordinator, met with the coordinator from George Washington University who is enthusiastic about the Agency. He has promised to line up some high-quality students for us. This is a change as previously their co-op program had been handled by the engineering faculty who were not able to furnish us with suitable candidates.

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3. Regional Retirement Information Trips: In our report of 19 March 1973, we mentioned [REDACTED] trip to the [REDACTED] to provide briefings and counseling. This week we have more detailed information on his trip and other visits to [REDACTED] field installations.

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[REDACTED]

A total of 151 employees were addressed on a general basis, with questions and answers constituting part of the general session. A total of 42 employees were counseled privately. The visits appear to have been well received.

4. Retirement Count: As of the close of business 23 March 1973, 215 employees have retired. An additional 174 employees have signed up to retire between now and 30 June. In addition, 32 disability retirement cases are pending--some of which may be effective by the end of June.

5. Identifying Firefighter Positions for Early Retirement Purposes:

In line with the recent change in a law that includes firefighters in the category of hazardous duty and thus makes them eligible for early retirement, we are verifying and validating all Agency firefighter position descriptions. These job descriptions will establish eligibility for the incumbents to retire at age 50 with 20 years of that type of service.

6. Position Management:

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b. The proposed Staffing Complement for the

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has been reviewed and discussed with OC officials.

Organization and grade structure advice was also

provided.

/s/Harry B. Fisher

Harry B. Fisher
Director of Personnel

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